

LR 3.2 Disqualification of Judges. A certificate will be furnished by counsel for all private (non-government) parties, both plaintiffs and defendants, which shall be incorporated on the *first* page of each complaint and answer, and which shall certify a full and complete list of all parties; officers, directors, or trustees of parties; and all other persons, associations of persons, firms, partnerships, corporations, or organizations which have a financial interest in, or another interest which could be substantially affected by, the outcome of the particular case. The form to be used to comply with the provisions of this rule is in the Appendix of Forms to this section of these Local Rules.

PROPOSED CHANGES

Change title to “Certificate of Interested Persons.” Amend form to comply with this change.

LR 3.3 Alternative Dispute Resolution and Case Management Procedures.

PROPOSED CHANGES

1. Move LR 3.3 to LR 16.7.
2. Delete the reference to “Special Case Management Order” in LR 3.3.1 (renumbered as 16.7.1).
3. Amend LR 3.3.5(c) (renumbered as 16.7.5(c)) to provide that “Mediation may be held at any time which does not interfere with or delay status conferences, pre-trial conferences, or trial of a case.”
4. Revise title of Notice of Alternative Dispute Resolution form to reflect renumbered rule 16.7.

LR 4.2 Number of Copies. All pleadings other than the complaint shall be submitted to the Clerk in one original and one copy.

PROPOSED CHANGES

Delete the shaded passage and substitute the following language (as approved February 2000):

The parties shall submit the original and one copy of the following filings: all motions and responses to motions, together with the briefs and supporting documents; any required status report; and the proposed pretrial order. All other papers (including pleadings subsequent to the original complaint, expert witness reports, notices of deposition filings, etc.) shall be submitted as an original only. No additional copies of papers filed with the Clerk shall be forwarded to the presiding judge.

Move LR 4.2 to LR 5.2 (and renumber LR 4 to reflect this change).

LR 4.3 Flat Filing. In order that the files in the Clerk's office may be kept under the system commonly known as "flat filing," all papers presented to the Clerk or Judge for filing shall be flat, unfolded, and unbacked.

PROPOSED CHANGES

Delete the shaded passage and substitute the following language (as approved February 2000):

To facilitate computer scanning of papers submitted for filing and to insure that the Clerk's files may be kept under the system commonly known as "flat filing," the original of all papers presented to the Clerk or Judge for filing shall be flat and shall not be folded, backed, stapled, or bound (except using easily-removable clips). Any required copies of original papers may be stapled or otherwise bound using standard practices.

Move LR 4.3 to LR 5.3, and move LR 4.4 to 5.4.

LR 5. SERVICE OF PAPERS

LR 5.1 Certification of Service. Each paper served other than by a United States Marshal shall include a certificate of the person or firm making service, his or its relationship to the parties, action, or proceeding, and the date, method, and address of service. The original of a certificate shall also be signed by the party or his attorney at whose instance service was made.

PROPOSED CHANGES

Delete the shaded title and substitute the following:

LR 5. SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS

DRAFT 11/17/00

LR 7.1 Filing. . . . Where allegations of fact are relied upon, supporting affidavits shall be submitted. . . .

PROPOSED CHANGES

Delete the shaded passage and substitute the following language (as approved February 2000):

Every factual assertion in a motion, response, or brief shall be supported by a citation to the pertinent page in the existing record or in any affidavit, discovery material, or other evidence filed with the motion.

LR 7.4 Time for Filing Civil Motions. Except as otherwise provided in these Local Rules, including but not limited to **Local Rule** LR 16.3, all motions in a civil action, with the exception of **motions for summary judgment and motions in limine**, shall be filed and served upon the opposing party not later than **twenty (20)** days after the close of discovery pursuant to Local Rule LR 26.1, or as otherwise ordered by the Court. **Motions for summary judgment shall be filed and served upon the opposing party not later than thirty (30) days after the close of discovery or as otherwise ordered by the Court.** Unless otherwise directed, motions in limine shall be filed no later than five (5) days prior to the pretrial conference, if practicable; otherwise, up to the time of trial.

PROPOSED CHANGES

Delete the shaded passages. In the first sentence, change “twenty (20)” to “thirty (30).” In the last sentence, change the final clause to read: “otherwise, such motions may be filed up to the time of trial.”

LR 7.5 Reply. Unless these rules or the assigned Judge prescribes otherwise, each party opposing a motion shall serve and file his responses, **reply memorandum, affidavits, or other material** within fifteen (15) days of service of the motion, except that in cases of motions for summary judgment the time shall be twenty (20) days after service of the motion. Failure to respond shall indicate that there is no opposition to a motion. Every response in opposition to motions filed in civil actions and proceedings, with the exception of responses to motions to dismiss or motions for summary judgment, shall be accompanied by a proposed order denying the motion.

PROPOSED CHANGES TO 7.5

Delete the shaded language (as approved February 2000). In the title, substitute “Response to Motion” for “Reply.” The rule will read as follows:

LR 7.5 Response to Motion. Unless these rules or the assigned Judge prescribes otherwise, each party opposing a motion shall serve and file his response within fifteen (15) days of service of the motion, except that in cases of motions for summary judgment the time shall be twenty (20) days after service of the motion. Failure to respond shall indicate that there is no opposition to a motion. Every response in opposition to motions filed in civil actions and proceedings, with the exception of responses to motions to dismiss or motions for summary judgment, shall be accompanied by a proposed order denying the motion.

PROPOSED NEW RULE (approved February 2000)

LR 7.6 Reply Briefs. Not every judge permits the filing of reply briefs as a matter of course, and thus a party desiring to file such a brief should inquire of the Clerk whether reply briefs are permitted without special leave of Court. Where the judge permits reply briefs without special leave, a party intending to file such a brief shall immediately so notify the Clerk and shall serve and file the reply within seven (7) days of service of the opposing party's last brief.

LR 16. SCHEDULING

LR 16.1 Scheduling Orders.

(a) Magistrate Judges may enter and modify Scheduling Orders pursuant to Federal Rule of Civil Procedure 16(b).

(b) In appropriate complex or predictably protracted cases, where the parties expect the four (4) month discovery period to be inadequate and upon motion of a party or by joint motion of the parties or *sua sponte*, the Court may enter a Special Case Management Order tailored to the specific needs of the case. Parties requesting a Special Case Management Order must submit a proposed Order to the Court.

(c) Except as otherwise ordered by a Judge of the Court in a particular case, a Scheduling Order need not be entered in the following cases:

- (i) Habeas corpus cases arising under 28 U.S.C. §§ 2241, 2254, and 2255;
- (ii) Mortgage, deed to secure debt, or lien foreclosure cases;
- (iii) Government collection actions (e.g., Veteran's Benefits overpayments, defaulted student loans, Medicare Act recoveries);
- (iv) Actions to enforce or register judgments;
- (v) Social security cases (or other cases appealing or seeking review of administrative rulings);
- (vi) All Bankruptcy Court proceedings, including adversaries, contested matters, bankruptcy appeals and withdrawals;
- (vii) Condemnation cases which do not involve real property;
- (viii) Civil forfeiture actions;
- (ix) Cases in which it is clearly anticipated that the case will be transferred to a Multi-District Litigation Panel Court. (When and if a case is returned from the Multi-District Litigation Panel Court, the District Judge or Magistrate Judge shall, within twenty (20) days after return of the case, enter a Scheduling Order applicable to that case or that class of cases); and
- (x) Claims for relief within the Admiralty and Maritime jurisdiction as set forth in Federal Rule of Civil Procedure 9(h) and the Supplemental Rules for Certain Admiralty and Maritime Claims.

PROPOSED CHANGES

1. Delete LR16.1(b).
2. Delete the shaded passages of LR 16.1(c) and substitute the following as renumbered Rule 16.1(b):

(b) Except as otherwise ordered by a Judge of the Court in a particular case, a Scheduling Order need not be entered in the following cases:

- (i) An action for review on an administrative record;
- (ii) A petition for habeas corpus or other proceeding to challenge a criminal conviction or sentence;
- (iii) An action to enforce or quash an administrative summons or subpoena;
- (iv) An action by the United States to recover benefit payments;
- (v) An action by the United States to collect on a student loan guaranteed by the United States;
- (vi) A proceeding ancillary to proceedings in other courts; and
- (vii) An action to enforce an arbitration award.

LR 26. DISCOVERY

LR 26.1 Time Limitations. Discovery shall proceed as follows:

(a) All cases in this district are exempt from the automatic disclosure provisions of Federal Rule of Civil Procedure 26(a)(1) and from the meeting and reporting requirements of Federal Rule of Civil Procedure 26(f).

(b) The parties shall serve all written discovery on opposing parties and shall complete all depositions within 120 days of the filing of the last answer of the defendants named in the original complaint.

1. (c) In cases involving third-party actions all parties shall have 120 days from the filing of the answer by the third-party defendant within which to complete discovery.

(d) The 120-day limitation on discovery shall not be applicable to patent or antitrust cases or to cases in which a Special Case Management Order is entered by the Court.

(e) A defendant shall not be required to respond to discovery requests pursuant to Federal Rules of Civil Procedure 33, 34, or 36 before the expiration of twenty (20) days after that defendant's answer is due in a particular case.

PROPOSED CHANGES

Delete shaded passage and substitute the following:

(a) Within 20 days after the filing of the last answer of the defendants named in the original complaint, but in no event later than 45 days after the first appearance by answer or motion under Fed. R. Civ. P. 12 of a defendant named in the original complaint, the parties shall confer as provided in Fed. R. Civ. P. 26(f).

(b) Within 10 days after the required conference pursuant to Fed. R. Civ. P. 26(f), the parties shall submit to the Court a written report outlining their

proposed discovery plan. This report shall conform to the language and format of the standard form included as an appendix to these rules (and furnished by the Clerk to the plaintiff upon the filing of the complaint).

(c) Upon receipt and review of the parties' written report, and within the time set by Fed. R. Civ. P. 16(b), the Court, through the judge or magistrate judge, will promptly enter its Scheduling Order as provided in Fed. R. Civ. P. 16(b).

(d) Unless otherwise stated in the Scheduling Order issued pursuant to Fed. R. Civ. P. 16(b):

- (i) the parties shall serve all written discovery on opposing parties and shall complete all depositions within 140 days of the filing of the last answer of the defendants named in the original complaint;

(ii) the plaintiff must furnish the expert witness reports required by Fed. R. Civ. P. 26(a)(2) within 60 days after the Fed. R. Civ. P. 26(f) conference.

(iii) the defendant must furnish the expert witness reports required by Fed. R. Civ. P. 26(a)(2) within 90 days after the Fed. R. Civ. P. 26(f) conference or 60 days after filing his answer, whichever is later.

(e) If a new party added after the submission of the Fed. R. Civ. P. 26(f) report necessitates a modification of the deadlines for completing discovery, joining or adding parties, or filing motions, the parties shall submit an amended Rule 26(f) report proposing any requested modification of these deadlines.

(f) In removed cases, the Fed. R. Civ. P. 26(f) conference shall be held within 20 days of the date of filing of the notice of removal or within 20 days of filing of the last answer of the defendants, whichever is later but in no event later than 45 days after the first appearance by answer or motion under Fed. R. Civ. P. 12 of a defendant named in the original complaint.

LR 26.2 Extensions of Time. No extension of time for discovery shall be granted unless a motion for an extension of time is filed prior to the expiration of such discovery period. In the event an extension of time is requested, the moving party shall submit a proposed, modified Scheduling Order which shall include the requested time extension.

PROPOSED CHANGE

Add the following language to the first sentence: Except for good cause shown, no extension . . .

LR 26.3 Interrogatories to be Answered by All Plaintiffs and Defendants. In all categories of civil cases, with the exception of those categories enumerated in Local Rule LR 16.1 and in *pro se* cases, the parties shall answer the following mandatory standard interrogatories in accordance with the rules set forth in Local Rule LR 26.4. The disclosures required by this Local Rule are in lieu of those required by Federal Rule of Civil Procedure 26(a)(1).

A. The interrogatories to be answered by all plaintiffs are as follows:

1. State with particularity what you contend the defendant did, or failed to do, which entitles you to obtain the relief you seek in this action.

2. Describe in detail all laws, acts having the force and effect of law, codes, regulations and legal principles, standards, and customs or usages which you contend are applicable to this action.

3. State the full names, addresses, places of employment, and telephone numbers of all persons having relevant knowledge of the facts or issues involved in this action. For each person identified, describe the subject matter(s) about which the person has relevant knowledge and briefly summarize what you understand that knowledge to be.

4. Identify by full name, address, and telephone number each person whom you expect to call as an expert witness at the trial of this case, and as to each expert so identified, state the subject matter on which the expert is expected to testify, the substance of the facts and opinions to which the expert is expected to testify, and a summary of the grounds for each opinion. With respect to a witness who is retained or specially employed to provide expert testimony in the case or whose duties as an employee of the party regularly involve giving expert testimony, you must comply with Federal Rule of Civil Procedure 26(a)(2)(B) regarding the submission of a written expert report. These reports must be furnished to opposing counsel and filed within sixty (60) days after the filing of the last answer of the defendants named in the original complaint.

5. Submit a copy of, or a description by category and location of, all documents, data compilations, and tangible things relied upon to support your contentions.

6. If you contend that you have been injured or damaged, describe such injuries and damages in detail and list the elements of damages for which you contend you are entitled to recover and the measure by which you contend the damages should be computed.

7. State the full name, address, and telephone number of all persons or legal entities who have a subrogation interest in the cause of action set forth in your complaint, and state the basis and extent of such interest.

8. Outline in detail the discovery you anticipate you will pursue in this case and state the time you estimate it will take you to complete each item, along with an explanation of how you compute the times.

9. Do you wish for this case to be tried jury or nonjury?

B. The interrogatories to be answered by all defendants are as follows:

1. If the defendant is improperly identified, give its proper identification and state whether or not you will accept service or sign a waiver of service of an amended summons and complaint reflecting the information furnished by you in answer hereto.

2. Furnish a detailed factual basis for the defenses you assert in your answer.

3. Describe in detail all laws, acts having the force and effect of law, codes, regulations and legal principles, standards, customs, and usages which you contend are applicable to this action.

4. If you contend that some other person or legal entity is, in whole or in part, liable to the plaintiff or defendant in this matter, state its full name, address, and telephone number and describe in detail the basis of such liability.

5. State the full names, addresses, places of employment, and telephone numbers of all persons having relevant knowledge of the facts or issues involved in this action. For each person identified, describe the subject matter(s) about which the person has relevant knowledge and briefly summarize what you understand that knowledge to be.

6. Identify by full name, address, and telephone number each person whom you expect to call as an expert witness at the trial of this case and, as to each expert so identified, state the subject matter on which the expert is expected to testify, the substance of the facts and opinions to which the expert is expected to testify, and a summary of the grounds for each opinion. With respect to a witness who is retained or specially employed to provide expert testimony in the case or whose duties as an employee of the party regularly involve giving expert testimony, you must comply with Federal Rule of Civil Procedure 26(a)(2)(B) regarding the submission of a written expert report. These reports must be furnished to opposing counsel and filed within ninety (90) days after the filing of the last answer of the defendants named in the original complaint.

7. Submit a copy of, or a description by category and location of, all documents, data compilations, and tangible things relied upon to support your contentions.

8. Set forth the names and addresses of all insurance companies which have liability insurance coverage relating to the matter alleged in the complaint, the number or numbers of such policies, the amount of liability coverage provided in each policy, and the named insured in the policy.

9. Outline in detail the discovery you anticipate you will pursue in this case and state the time you estimate it will take you to complete each item, along with an explanation of how you compute the times.

10. Do you wish for this case to be tried jury or nonjury?

PROPOSED CHANGES

Delete the shaded passage.

LR 26.4 General Rules for Interrogatories. In answering and supplementing answers to the interrogatories which are required by the parties in LR 26.3, the parties shall be governed by the following rules:

(a) All interrogatories must be answered fully in writing in accordance with Federal Rules of Civil Procedure 11 and 33.

(b) In the event any question cannot be fully answered after the exercise of reasonable diligence, the party shall furnish as complete an answer as possible and explain in detail the reasons why the party cannot give a full answer, state what is needed to be done in order to be in a position to answer fully, and estimate when the party will be in that position.

In the event a party fails to answer an interrogatory fully and offers an explanation therefor, the party opponent shall respond to the explanation within ten (10) days after its receipt if the party disagrees with it.

(c) If there is more than one plaintiff or more than one defendant in a case, each interrogatory must be answered separately by each unless the answer is the same for all.

(d) Each interrogatory shall be set forth immediately prior to the answer thereto.

(e) Plaintiff shall file answers in the office of the Clerk of the Court at the time the complaint is filed, and serve a copy of the answers with the summons and complaint or send a copy with the request for waiver of service of process if utilized pursuant to Federal Rule of Civil Procedure 4(d), except in cases removed to this Court. In addition, plaintiff shall have ten (10) days after receipt of defendant's answers to file and serve amended answers made necessary by the information received from the defendant. In removed cases, plaintiff shall file and serve or send answers within fifteen (15) days of the date of filing of the notice of removal or within fifteen (15) days of service of the defendant's answer to the complaint, whichever is later.

(f) Defendant shall file answers in the office of the Clerk of the Court, and serve or send them to plaintiff, within thirty (30) days after the time for answering the complaint expires except in cases removed to this Court and in cases where the United States of America is a defendant. In removed cases, defendant shall file and serve answers within ten (10) days after receipt of plaintiff's answers, and the United States of America shall file and serve answers when its time for answering expires.

(g) A party shall *seasonably*, after receipt of the information in question, supplement a response with respect to any question directly *related* to (1) the identity, address, place of employment, and telephone number of persons having relevant knowledge of the facts or issues involved in this action and the subject matter of that knowledge, (2) the identity of each person expected to be called as an expert witness at trial, the subject matter on which the expert is expected to testify, the substance of the facts and opinions to which the expert is expected to

testify, and a summary of the grounds for each opinion, and (3) the identity of all documents, data compilations, and tangible things relied upon to support your contentions.

Failure to disclose any such new witness or document may result in that witness not being allowed to testify at trial or that document not being admitted at trial.

A party is also under a duty to seasonably, after receipt of the information in question, supplement or amend a prior response if (1) the party learns that in some material respect the response was incomplete or incorrect when made, or (2) the party knows that the response, though correct when made, is no longer true or complete and the circumstances are such that a failure to amend the response is in substance a knowing concealment.

With respect to testimony of an expert from whom a report is required under Federal Rule of Civil Procedure 26(a)(2)(B), the duty extends both to information contained in the report and to information previously provided through a deposition of the expert, and any additions or other changes to this information shall be disclosed, at the latest, by the time the party's disclosures under Federal Rule of Civil Procedure 26(a)(3) are due.

(h) Answers shall identify all attorneys representing a party by full name, mailing address, and telephone number.

PROPOSED CHANGES

Delete the shaded passage.

LR 26.5 Discovery Motions. Unless otherwise ordered by the assigned Judge, all discovery motions in civil cases shall be automatically referred to the **United States Magistrate Judge in those divisions having a full-time Magistrate Judge. In other divisions, the assigned Judge may, by oral or written request, refer any discovery motion to any available Magistrate Judge.** Upon referral, the Magistrate Judge shall promptly enter an order which shall be final unless a party seeks review of the order by the assigned Judge by motion filed within ten (10) days of the Magistrate Judge's order.

PROPOSED CHANGES

Delete the shaded language and substitute the following:

. . . appropriate United States Magistrate Judge.

LR 26.6 Non-Filing of Discovery Materials in Civil Cases. Except as otherwise directed by the Court:

(a) Depositions in civil cases shall not be filed with the Clerk except as provided in subsections (c) and (e) of this Rule.

(b) Other discovery materials in civil cases (including interrogatories, requests for production, requests for admissions, and responses thereto, as well as notices of depositions and discovery subpoenas) shall be served in accordance with the Federal Rules of Civil Procedure, but shall not be filed with the Clerk except as provided in subsections (c) and (e) of this Rule.

(c) Discovery materials shall be filed with the Clerk:

(1) when directed by the Court; or

(2) when and to the extent needed by any party (A) in connection with any motion or response thereto or (B) for use at trial. If a party determines that it shall be necessary to use a deposition, or portion thereof, in connection with a motion or response thereto, the deposition or portion thereof shall be filed with the motion or response. If a party determines that it shall be necessary to use a deposition or portion thereof at trial, the entire deposition shall be filed with the Clerk prior to the trial. A request to the custodian to file discovery materials (when the requesting party does not have the original or a copy of the materials so needed) shall specify the particular materials (or portions thereof) needed for such purposes, and the custodian shall file such materials promptly upon receiving the request.

(d) Counsel noticing a deposition or responsible for serving other non-filed discovery materials shall act for the Court as custodian of such deposition or discovery material and shall preserve them for filing as provided in subsection (c).

(e) The provisions of this Rule for non-filing of discovery materials and their retention by counsel as custodian do not apply to the parties' responses to Local Rule 26.3 interrogatories. This rule does not preclude the Clerk from receiving and docketing discovery materials on file when a case is removed or transferred from another Court.

PROPOSED CHANGES

1. Change title to "Preservation and Filing of Discovery Motions in Civil Cases."
2. Delete the shaded passages and substitute the following:

LR 26.6 Preservation and Filing of Discovery Materials in Civil Cases.

(a) Counsel in possession of original discovery materials, including depositions and all written discovery requests and responses, shall act for the Court as custodian of such materials and shall preserve them for filing as provided in Fed. R. Civ. P. 5(d) and subsection (b) of this rule.

(b) A request to the custodian to file original discovery materials shall specify the particular materials or portions thereof which the requesting party desires to have filed, and the custodian shall file such materials promptly upon receiving the request.

(c) If a party determines that it shall be necessary to use a deposition or any portion thereof at trial, the entire deposition shall be filed with the Clerk prior to trial.

LR 26.7 Discovery Motions and Objections. Discovery motions in accordance with Rules 26, 33, 34, 36, and 37 of the Federal Rules of Civil Procedure and objections relating to discovery shall:

(a) quote verbatim each interrogatory, request for admission, or request for production to which a motion or objection is taken;

(b) include the specific ground for the motion or objection; and

(c) include the reasons assigned as supporting the motion, which shall be written in immediate succession to one another. Such objections and grounds shall be addressed to the specific interrogatory, request for admission, or request for production and may not be made generally.

Counsel for the moving party shall confer or make reasonable effort to confer with counsel for the opposing party and file with the Court at the time of filing the motion a statement certifying that he has conferred with counsel or made reasonable effort to confer with counsel for the opposing party in a good faith effort to resolve by agreement the issues raised and that counsel have been unable to do so. Such statement shall specify any issues resolved by agreement.

PROPOSED CHANGE

Delete the shaded passage.

NEW RULE 30.2 (approved February 2000)

Absent an objection for good cause, a party may file a “minuscrit” deposition or portion thereof in connection with any motion or response to a motion. Should it be necessary to use a deposition at trial, the entire original deposition shall be filed with the Clerk prior to trial.

NEW LOCAL RULE 34 (approved February 2000)

Requests for production of documents or other items shall not exceed 25 in number absent leave of the Court or consent of the responding party.

PROPOSED CHANGE

As there is no provision for this limitation in the federal rules, delete the shaded passage. See Fed. R. Civ. P. 26(b)(2) (as amended 12/1/00).

DRAFT 11/17/00

NEW LOCAL RULE 36 (approved February 2000)

Requests for admission shall not exceed 25 in number, including all discrete subparts, absent leave of the Court or consent of the responding party.

LR 56.1 Motions for Summary Judgment. Upon any motion for summary judgment pursuant to Rule 56 of the Federal Rules of Civil Procedure, in addition to the brief, there shall be annexed to the motion a separate, short, and concise statement of the material facts as to which it is contended there exists no genuine issue to be tried as well as any conclusions of law thereof. All material facts set forth in the statement required to be served by the moving party will be deemed to be admitted unless controverted by a statement served by the opposing party. Response to a motion for summary judgment shall be made within twenty (20) days of service of the motion. *See* Local Rule LR 7.5.

PROPOSED CHANGES (approved February 2000)

Add after first sentence of existing rule: Each statement of material fact shall be supported by a citation to the record.

LR 73.2 Clerk to Advise Parties. Using the Notice of **Case Management Procedures** required by **Local Rule LR 3.3**, the Clerk shall give written notice of the right of the parties to consent to disposition of the case by a United States Magistrate Judge. A form by which the parties may signify their consent to such jurisdiction shall be maintained by the Clerk and furnished to any party upon request. The consent form shall be in the form approved by the Court.

PROPOSED CHANGES

Delete shaded passages and, for the first passage, substitute “Alternative Dispute Resolution and Case Management Procedures” and, for the second passage, substitute “LR 16.7.” Amend the form to comply with these changes.

NEW RULE (approved February 2000)

LR 79.7 Sealed Documents.

(a) Papers submitted for filing with the Clerk may be placed under seal only where required by operation of law, these rules, or order of a judicial officer.

(b) Any person desiring to have any matter placed under seal shall present a motion stating grounds why a document filed with the Clerk should not be available for public inspection. The Clerk shall docket the motion and accompanying papers as a “sealed matter” and shall not label the filing or identify the person seeking the sealing order unless the person consents or the Court orders otherwise when ruling upon the motion. The Clerk shall maintain the motion and accompanying papers in a secure file pending a ruling on the motion to seal.

(c) If the motion to seal is denied, any papers which the person sought to have sealed and that were submitted to the Clerk with the motion shall be returned to the person, who shall then have the option of filing the papers in the normal course.

LR 83.4 Permission to Practice in a Particular Case. Any member in good standing of the bar of any other district court of the United States who is not a resident of this district **and who does not maintain an office in this district for the practice of law** may be permitted to appear and participate in a particular case before this Court, whether civil or criminal, with the prior approval of this Court and upon payment of a minimal fee, subject to the following provisions.

(a) The Court requires, in a case where a party is represented only by counsel not a member of the bar of this Court, such counsel to designate, by a writing filed in that case, some willing member of the local bar of this Court upon whom motions and papers may be served. That designation shall not become effective until such local counsel has entered a written appearance herein. In any case in which an attorney makes an appearance in any action or case pending in this court and said attorney is not a member of the bar of this Court, he shall certify that he is a member in good standing of a district court of the United States and shall file a certificate of good standing from that court with the Clerk of this Court.

(b) Any attorneys representing the United States Government, or any agency thereof, may appear and participate in particular actions or proceedings in his official capacity without a petition for admission, provided he is a member of a bar of a district court of the United States.

PROPOSED CHANGES

Delete the shaded passage.

PROPOSED CHANGES

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA
_____ DIVISION**

_____	:	
	:	
	:	
vs.	:	Case No. _____
	:	
_____	:	
	:	

**CERTIFICATE OF INTERESTED PARTIES
S.D. Ga. LR 3.2**

The undersigned, counsel of record for _____, certifies that the following is a full and complete list of the parties in this action:

Name	Identification & Relationship
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The undersigned further certifies that the following is a full and complete list of officers, directors, or trustees of the above-identified parties:

Name	Identification & Relationship
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The undersigned further certifies that the following is a full and complete list of other persons, firms, partnerships, corporations, or organizations that have a financial interest in, or another interest which could be substantially affected by, the outcome of this case (including a relationship as a parent or holding company or similar relationship):

Name	Identification, Relationship & Interests
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**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

		DIVISION	
		:	
		:	
	Plaintiff,	:	
		:	
vs.		:	Case No. _____
		:	
		:	
	Defendant.	:	

**NOTICE OF ALTERNATIVE DISPUTE RESOLUTION
and
CASE MANAGEMENT PROCEDURES**

**(LITIGANTS' BILL OF RIGHTS)
S.D. Ga. LR 16.7**

Litigants in this Court may wish to utilize procedures that are available to assist the speedy and efficient resolution of civil cases. This notice **must** be furnished by plaintiff's counsel to his client and served with the complaint upon all defendants. Counsel for each party represented shall ensure that the notice is filled out, signed by the party, and returned to the Clerk's office (1) by counsel for the plaintiff within 15 days of filing the complaint, and (2) by counsel for the defendant with the answer or other responsive pleading.